

Meeting to be conducted by Gail Miller, Chair

No Executive Session is anticipated in connection with this meeting.

* For those interested, a short tour of the South City Campus and Center for New Media will be available after the meeting.

TAB

I. BOARD BUSINESS: (Gail Miller, Chair)

- | | |
|---|----------|
| A. Training on Open and Public Meetings Act | A |
| B. Appointment of Honorary Doctorate Nomination Committee | |

II. CONSENT CALENDAR:

It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:

- | | |
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| A. <u>Investment Report for July 2013</u> | B |
| B. <u>Minutes of Previous Meeting, August 14, 2013</u> | C |
| C. <u>Executive Session:</u> Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held November 13, 2013 to consider matters permitted by the Utah Open and Public Meetings Act. | |
| D. <u>Personnel Report for August 2013</u> | D |
| E. <u>Major Grants Requested/Received</u> | E |

III. PRESIDENT'S REPORT:

- | | |
|---|----------|
| A. President's Report – Dr. Cynthia Bioteau | |
| 1. Information: Overview of South City Campus, Center for New Media | |
| B. Instruction Report – Provost Chris Picard | F |
| 1. Information: Fall Semester Enrollments | |
| C. Business Services Report –VP Dennis Klaus | |
| 1. Action: Institutional Residence Report | G |
| 2. Action: Leased Space Report | H |
| 3. Action: Copyright Policy, Second Reading | I |
| D. Student Services Report – Vice President Denece Huftalin | J |
| E. Institutional Advancement Report – Vice President Alison McFarlane | K |
| F. Government and Community Relations Report – VP Tim Sheehan | L |
| 1. Moment of Mission: Washington DC Intern Natalie Callahan | |

G. Campus-based & Constituents Reports:

1. Faculty Report – Dr. Jane Drexler and Joe Gallegos
2. Staff Association Report – Mike Blain
3. Student Life and Leadership Report – Jessica Fowler
4. Information Technology – Bill Zoumadakis

**M
N
O
P**

IV. REQUESTS FOR INFORMATION:

V. CALENDAR OF UPCOMING EVENTS:

Planning Calendar

Q

VI. ADJOURNMENT:

Next Board Meeting: November 13, 2013

REMINDERS:

Please remember to hang your parking tag from your rear-view mirror and park in the reserved stalls on the southwest corner of the South City Campus.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the ADA Coordinator, at 957-4041, at least three working days prior to the meeting.

Open the door on government officials' meetings

Utahns have a right to hold their elected and appointed officials accountable, and that is particularly true when it comes to Utah's Open and Public Meetings Act. Here are some common problems to watch for as government officials conduct the public's business.



JOEL CAMPBELL

1. Diffuse the open-meetings bomb. If a discussion is scheduled for a closed meeting looks like it might violate the law, make a phone call before the meeting and try to persuade public officials to discuss the agenda item in question in the open. For advice, Utahns may call a Freedom of Information hotline (operated by the Salt Lake law firm of Parr, Brown, Gese and Lovelless) at 801-583-7840.

2. "Retreats" should raise a red flag. Just because a public

body wants to meet at a mountain resort for a retreat doesn't mean the open-meetings law doesn't apply. If a quorum, or majority, of the body will be present, the meeting should have a 24-hour notice and accommodation should be made for the public to attend or listen in.

3. Be careful of attorney-client privilege. Some public bodies try to get around the open-meetings act by claiming attorney-client privilege.

Question the use of such ploys. There is no specific attorney-client exemption in Utah's public-meeting law.

4. Challenge "stealth agendas." If the agenda simply lists "minutes," "old business" and "new business," begin challenging the public body for more information. In Utah, closing a meeting for a "personnel" matter is often misunderstood. The law includes "discussion of the character, professional competence or physical or mental health of an individual." That has been misconstrued, for example, to talk about staffing a department. Such deployment of staff discussions are clearly not covered by this definition. Utah law also demands "reasonable specificity" on the agenda; residents should hold their elected officials to that.

5. Question boilerplate

losures. Some agencies, as a matter of course, include a closed "executive session" on their agenda as a matter of practice whether they really need it or not. Such a practice may encourage more closed meetings and violates the spirit of Utah's open-meetings law.

6. Beware of "electronic meetings." Utah law allows meetings to be conducted over the telephone or via video or audio conference. However, there is a requirement that the public can listen or watch. Also be aware of the emerging trend to conduct public business via e-mail. Make sure the public bodies aren't engaged in e-mail conversations about public business.

7. Make sure there's a vote for "executive sessions." In Utah, a two-thirds majority of the public body must vote

to go into a closed session.

8. Beware of "work meetings" or "committee of the whole" meetings. In most cases, these are meetings to discuss matters informally and line up votes. These are still public meetings no matter what they are called.

9. Get the meeting documents. Ask for the same information that members of the board or council receive. These are public documents and can help residents better understand the issues. Also, minutes of the meeting are public record and should be available within a "reasonable time" after the meeting. By law, a recording of the meeting should be available for review within 72 hours of the meeting.

10. Beware of executive sessions for nonspecific times and locations. Some boards have attempted to approve

closed meetings for a non-specific time and location in the future. The Utah Board of Regents previously engaged in this practice when interviewing candidates for university president jobs. Thankfully, the Attorney General's Office told the board they were violating the law with such ploys.

For more information, the Utah Open and Public Meetings Act is available at Utah Code Annotated 52-4-101 through 52-4-305 and online at <http://bit.ly/OWBOOQ>.

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Utah Code
Title 52 Public Officers
Chapter 4 Open and Public Meetings Act
(Updated May 20, 2013)

Part 1—General Provisions

52-4-101. Title.

This chapter is known as the "Open and Public Meetings Act."

Enacted by Chapter 14, 2006 General Session

52-4-102. Declaration of public policy.

- (1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business.
- (2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions:
 - (a) take their actions openly; and
 - (b) conduct their deliberations openly.

Renumbered and Amended by Chapter 14, 2006 General Session

52-4-103. Definitions.

As used in this chapter:

- (1) "Anchor location" means the physical location from which:
 - (a) an electronic meeting originates; or
 - (b) the participants are connected.
- (2) "Convening" means the calling of a meeting of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.
- (3) "Electronic meeting" means a public meeting convened or conducted by means of a conference using electronic communications.
- (4) "Electronic message" means a communication transmitted electronically, including:
 - (a) electronic mail;
 - (b) instant messaging;
 - (c) electronic chat;
 - (d) text messaging as defined in Section 76-4-401; or
 - (e) any other method that conveys a message or facilitates communication electronically.
- (5) (a) "Meeting" means the convening of a public body, with a quorum present, including a workshop or an executive session whether the meeting is held in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power.
 - (b) "Meeting" does not mean:
 - (i) a chance meeting;
 - (ii) a social meeting; or
 - (iii) the convening of a public body that has both legislative and executive responsibilities where no public funds are appropriated for expenditure during the time the public body is convened and:
 - (A) the public body is convened solely for the discussion or implementation of administrative or operational matters for which no formal action by the public body is required; or
 - (B) the public body is convened solely for the discussion or implementation of administrative or operational matters that would not come before the public body for discussion or action.
 - (iv) a meeting of the State Tax Commission to consider a confidential tax matter in accordance with Section 59-1-405.

- (6) "Monitor" means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.
- (7) "Participate" means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.
- (8) (a) "Public body" means any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
 - (i) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
 - (ii) consists of two or more persons;
 - (iii) expends, disburses, or is supported in whole or in part by tax revenue; and
 - (iv) is vested with the authority to make decisions regarding the public's business.
- (b) "Public body" does not include a:
 - (i) political party, political group, or political caucus; or
 - (ii) conference committee, rules committee, or sifting committee of the Legislature; or
 - (iii) school community council established under Section **53A-1a-108**.
- (9) "Public statement" means a statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.
- (10) (a) "Quorum" means a simple majority of the membership of a public body, unless otherwise defined by applicable law.
- (b) "Quorum" does not include a meeting of two elected officials by themselves when no action, either formal or informal, is taken on a subject over which these elected officials have advisory power.
- (11) "Recording" means an audio, or an audio and video, record of the proceedings of a meeting that can be used to review the proceedings of the meeting.
- (12) "Transmit" means to send, convey, or communicate an electronic message by electronic means.

Amended by Chapter 25, 2011 General Session

Amended by Chapter 215, 2011 General Session

Amended by Chapter 277, 2012 General Session

52-4-104. Training.

The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.

Enacted by Chapter 263, 2006 General Session

Part 2--Meetings

52-4-201. Meetings open to the public -- Exceptions.

- (1) *A meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206.*
- (2) (a) *A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with this chapter.*
- (b) A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless:
 - (i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;
 - (ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given;
 - (iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or

- (iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.

Renumbered and Amended by Chapter 14, 2006 General Session

Amended by Chapter 263, 2006 General Session

52-4-202. Public notice of meetings -- Emergency meetings.

- (1) A public body shall give not less than 24 hours public notice of each meeting including the meeting:
 - (a) agenda;
 - (b) date;
 - (c) time; and
 - (d) place.
- (2)
 - (a) In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year ~~shall give public notice at least once each year of its annual meeting schedule~~ as provided in this section.
 - (b) The public notice under Subsection (2)(a) shall specify the date, time, and place of the scheduled meetings.
- (3)
 - (a) Public notice shall be satisfied by:
 - (i) posting written notice:
 - (A) at the principal office of the public body, or if no principal office exists, at the building where the meeting is to be held; and
 - (B) beginning October 1, 2008 and except as provided in Subsection (3)(b), on the Utah Public Notice Website created under Section 63F-1-701; and
 - (ii) providing notice to:
 - (A) at least one newspaper of general circulation within the geographic jurisdiction of the public body; or
 - (B) a local media correspondent.
 - (b) A public body of a municipality under Title 10, Utah Municipal Code, a local district under Title 17B, Limited Purpose Local Government Entities—Local Districts, or a special service district under Title 17D, Chapter 1, Special Service District Act, is encouraged, but not required, to post written notice on the Utah Public Notice Website, if the municipality or district has a current annual budget of less than \$1 million.
 - (c) A public body is in compliance with the provisions of Subsection (3)(a)(ii) by providing notice to a newspaper or local media correspondent under the provisions of Subsection 63F-1-701(4)(d).
- (4) A public body is encouraged to develop and use additional electronic means to provide notice of its meetings under Subsection (3).
- (5)
 - (a) The notice requirement of Subsection (1) may be disregarded if:
 - (i) because of unforeseen circumstances it is necessary for a public body to hold an emergency meeting to consider matters of an emergency or urgent nature; and
 - (ii) the public body gives the best notice practicable of:
 - (A) the time and place of the emergency meeting; and
 - (B) the topics to be considered at the emergency meeting.
 - (b) An emergency meeting of a public body may not be held unless:
 - (i) an attempt has been made to notify all the members of the public body; and
 - (ii) a majority of the members of the public body approve the meeting.
- (6)
 - (a) A public notice that is required to include an agenda under Subsection (1) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.
 - (b) Subject to the provisions of Subsection (6)(c), and at the discretion of the presiding member of the public body, a topic raised by the public may be discussed during an open meeting, even if the

topic raised by the public was not included in the agenda or advance public notice for the meeting.

- (c) Except as provided in Subsection (5), relating to emergency meetings, a public body may not take final action on a topic in an open meeting unless the topic is:
 - (i) listed under an agenda item as required by Subsection (6)(a); and
 - (ii) included with the advance public notice required by this section.

Amended by Chapter 5, 2009 Special Session 1

52-4-203. Written minutes of open meetings -- Public records -- Recording of meetings.

- (1) Except as provided under Subsection (7), written minutes and a recording shall be kept of all open meetings.
- (2) Written minutes of an open meeting shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of members present and absent;
 - (c) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
 - (d) a record, by individual member, of each vote taken by the public body;
 - (e) the name of each person who:
 - (i) is not a member of the public body; and
 - (ii) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
 - (f) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e); and
 - (g) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.
- (3) A recording of an open meeting shall:
 - (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and
 - (b) be properly labeled or identified with the date, time, and place of the meeting.
- (4) (a) As used in this Subsection (4):
 - (i) "Approved minutes" means written minutes:
 - (A) of an open meeting; and
 - (B) that have been approved by the public body that held the open meeting.
 - (ii) "Pending minutes" means written minutes:
 - (A) of an open meeting; and
 - (B) that have been prepared in draft form and are subject to change before being approved by the public body that held the open meeting.
 - (iii) "Specified local public body" means a legislative body of a county, city, or town.
 - (iv) "State public body" means a public body that is an administrative, advisory, executive, or legislative body of the state.
 - (v) "Website" means the Utah Public Notice Website created under Section 63F-1-701.
- (b) Pending minutes, approved minutes, and a recording of a public meeting are public records under Title 63G, Chapter 2, Government Records Access and Management Act.
- (c) Pending minutes shall contain a clear indication that the public body has not yet approved the minutes or that the minutes are subject to change until the public body approves them.
- (d) A state public body shall:
 - (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;

- (ii) within three business days after approving written minutes of an open meeting, post to the website and make available to the public at the public body's primary office a copy of the approved minutes and any public materials distributed at the meeting; and
- (iii) within three business days after holding an open meeting, post on the website an audio recording of the open meeting, or a link to the recording.
- (e) (i) A specified local public body shall:
 - (A) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
 - (B) subject to Subsection (4)(e)(ii), within three business days after approving written minutes of an open meeting, post to the website and make available to the public at the public body's primary office a copy of the approved minutes and any public materials distributed at the meeting; and
 - (C) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- (ii) A specified local public body of a city of the fifth class or town is encouraged to comply with Subsection (4)(e)(i)(B) but is not required to comply until January 1, 2015.
- (f) A public body that is not a state public body or a specified local public body shall:
 - (i) make pending minutes available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes;
 - (ii) within three business days after approving written minutes, make the approved minutes available to the public; and
 - (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- (g) A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting.
- (h) Approved minutes of an open meeting are the official record of the meeting.
- ~~(4) The written minutes and recording of an open meeting are public records under Title 63G, Chapter 2, Government Records Access and Management Act, as follows:~~
 - ~~— (a) Written minutes that have been prepared in a form awaiting only formal approval by the public body are a public record.~~
 - ~~— (b) Written minutes shall be available to the public within a reasonable time after the end of the meeting.~~
 - ~~— (c) Written minutes that are made available to the public before approval by the public body under Subsection (4)(d) shall be clearly identified as "awaiting formal approval" or "unapproved" or with some other appropriate notice that the written minutes are subject to change until formally approved.~~
 - ~~— (d) A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting.~~
 - ~~— (e) Written minutes are the official record of action taken at the meeting.~~
 - ~~— (f) A recording of an open meeting shall be available to the public for listening within three business days after the end of the meeting.~~
- (5) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.
- (6) The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- (7) Notwithstanding Subsection (1), a recording is not required to be kept of:
 - (a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; or

- (b) an open meeting of a local district under Title 17B, Limited Purpose Local Government Entities - Local Districts, or special service district under Title 17D, Chapter 1, Special Service District Act, if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are \$50,000 or less.

Amended by Chapter 137, 2009 General Session

Amended by Chapter 63, 2013 General Session

52-4-204. Closed meeting held upon vote of members -- Business -- Reasons for meeting recorded.

- (1) A closed meeting may be held if:
- (a) (i) a quorum is present;
 - (ii) the meeting is an open meeting for which notice has been given under Section 52-4-202; and
 - (iii) (A) two-thirds of the members of the public body present at the open meeting vote to approve closing the meeting;
 - (B) for a meeting that is required to be closed under Section 52-4-205, if a majority of the members of the public body present at an open meeting vote to approve closing the meeting;
 - (C) for an ethics committee of the Legislature that is conducting an open meeting for the purpose of reviewing an ethics complaint, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or
 - (D) for the Political Subdivisions Ethics Review Commission established in Section **11-49-201** that is conducting an open meeting for the purpose of reviewing an ethics complaint in accordance with Section **11-49-701**, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or
- (b) (i) for the Independent Legislative Ethics Commission, the closed meeting is convened for the purpose of conducting business relating to the receipt or review of an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the receipt or review of ethics complaints";
- (ii) for the Political Subdivisions Ethics Review Commission established in Section **11-49-201**, the closed meeting is convened for the purpose of conducting business relating to the preliminary review of an ethics complaint in accordance with Section **11-49-602**, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the review of ethics complaints"; or
- (iii) for the Independent Executive Branch Ethics Commission created in Section 63A-14-202, the closed meeting is convened for the purpose of conducting business relating to an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to an ethics complaint."
- (2) A closed meeting is not allowed unless each matter discussed in the closed meeting is permitted under Section 52-4-205.
- (3) An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting.

- (4) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:
 - (a) the reason or reasons for holding the closed meeting;
 - (b) the location where the closed meeting will be held; and
 - (c) the vote by name, of each member of the public body, either for or against the motion to hold the closed meeting.
- (5) Except as provided in Subsection 52-4-205(2), nothing in this chapter shall be construed to require any meeting to be closed to the public.

Amended by Chapter 35, 2010 General Session

Amended by Chapter 239, 2010 General Session

Amended by Chapter 202, 2012 General Session

Amended by Chapter 426, 2013 General Session

52-4-205. Purposes of closed meetings -- Certain issues prohibited in closed meetings.

- (1) A closed meeting described under Section 52-4-204 may only be held for:
 - (a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual;
 - (b) strategy sessions to discuss collective bargaining;
 - (c) strategy sessions to discuss pending or reasonably imminent litigation;
 - (d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
 - (i) disclose the appraisal or estimated value of the property under consideration; or
 - (ii) prevent the public body from completing the transaction on the best possible terms;
 - (e) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
 - (i) public discussion of the transaction would:
 - (A) disclose the appraisal or estimated value of the property under consideration; or
 - (B) prevent the public body from completing the transaction on the best possible terms;
 - (ii) the public body previously gave public notice that the property would be offered for sale; and
 - (iii) the terms of the sale are publicly disclosed before the public body approves the sale;
 - (f) discussion regarding deployment of security personnel, devices, or systems;
 - (g) investigative proceedings regarding allegations of criminal misconduct;
 - (h) as relates to the Independent Legislative Ethics Commission, conducting business relating to the receipt or review of ethics complaints;
 - (i) as relates to an ethics committee of the Legislature, a purpose permitted under Subsection 52-4-204(1)(a)(iii)(C);
 - (j) as relates to the Independent Executive Branch Ethics Commission created in Section 63A-14-202, conducting business relating to an ethics complaint;
 - (k) as relates to a county legislative body, discussing commercial information as defined in Section 59-1-404; or
 - (l) as relates to the Utah Higher Education Assistance Authority and its appointed board of directors, discussing fiduciary or commercial information as defined in Section 53B-12-102; or
 - (m) a purpose for which a meeting is required to be closed under Subsection (2).
- (2) The following meetings shall be closed:
 - (a) a meeting of the Health and Human Services Interim Committee to review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4); and
 - (b) a meeting of the Child Welfare Legislative Oversight Panel to:

- (i) review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4); or
 - (ii) review and discuss an individual case, as described in Subsection 62A-4a-207(5).
 - (c) a meeting of a conservation district as defined in Section 17D-3-102 for the purpose of advising the Natural Resource Conservation Service of the United States Department of Agriculture on a farm improvement project if the discussed information is protected information under federal law.
- (3) In a closed meeting, a public body may not:
- (a) interview a person applying to fill an elected position;
 - (b) discuss filling a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office; or
 - (c) discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office.

Amended by Chapter 46, 2011 General Session
Amended by Chapter 334, 2011 General Session
Amended by Chapter 327, 2012 General Session
Amended by Chapter 365, 2012 General Session
Amended by Chapter 238, 2013 General Session
Amended by Chapter 426, 2013 General Session

52-4-206. Record of closed meetings.

- (1) Except as provided under Subsection (6), if a public body closes a meeting under Subsection ~~52-4-205~~(1), the public body:
 - (a) shall make a recording of the closed portion of the meeting; and
 - (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
- (2) A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
- (3) The recording and any minutes of a closed meeting shall include:
 - (a) the date, time, and place of the meeting;
 - (b) the names of members present and absent; and
 - (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
- (4) Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
- (5) Both a recording and written minutes of closed meetings are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section ~~52-4-304~~.
- (6) If a public body closes a meeting exclusively for the purposes described under Subsection ~~52-4-205~~(1)(a), (1)(f), or (2):
 - (a) the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described under Subsection ~~52-4-205~~(1)(a), (1)(f), or (2); and
 - (b) the provisions of Subsection (1) of this section do not apply.

Amended by Chapter 239, 2010 General Session

52-4-207. Electronic meetings -- Authorization -- Requirements.

- (1) Except as otherwise provided for a charter school in Section 52-4-209, a public body may convene and conduct an electronic meeting in accordance with this section.
- (2) (a) A public body may not hold an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings.
- (b) The resolution, rule, or ordinance may:
 - (i) prohibit or limit electronic meetings based on budget, public policy, or logistical considerations;
 - (ii) require a quorum of the public body to:
 - (A) be present at a single anchor location for the meeting; and
 - (B) vote to approve establishment of an electronic meeting in order to include other members of the public body through an electronic connection;
 - (iii) require a request for an electronic meeting to be made by a member of a public body up to three days prior to the meeting to allow for arrangements to be made for the electronic meeting;
 - (iv) restrict the number of separate connections for members of the public body that are allowed for an electronic meeting based on available equipment capability; or
 - (v) establish other procedures, limitations, or conditions governing electronic meetings not in conflict with this section.
- (3) A public body that convenes or conducts an electronic meeting shall:
 - (a) give public notice of the meeting:
 - (i) in accordance with Section 52-4-202; and
 - (ii) post written notice at the anchor location;
 - (b) in addition to giving public notice required by Subsection (3)(a), provide:
 - (i) notice of the electronic meeting to the members of the public body at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and
 - (ii) a description of how the members will be connected to the electronic meeting;
 - (c) establish one or more anchor locations for the public meeting, at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting;
 - (d) provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting; and
 - (e) if comments from the public will be accepted during the electronic meeting, provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.
- (4) Compliance with the provisions of this section by a public body constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 31, 2011 General Session

52-4-208. Chance or social meetings.

- (1) ~~This chapter does not apply to any chance meeting or a social meeting.~~
- (2) A chance meeting or social meeting may not be used to circumvent the provisions of this chapter.

Enacted by Chapter 14, 2006 General Session

52-4-209. Electronic meetings for charter school board.

- (1) Notwithstanding the definitions provided in Section 52-4-103 for this chapter, as used in this section:
 - (a) "Anchor location" means a physical location where:

- (i) the charter school board would normally meet if the charter school board were not holding an electronic meeting; and
 - (ii) space, a facility, and technology are provided to the public to monitor and, if public comment is allowed, to participate in an electronic meeting during regular business hours.
- (b) "Charter school board" means the governing body of a school created under Title 53A, Chapter 1a, Part 5, The Utah Charter Schools Act.
- (c) "Meeting" means the convening of a charter school board:
 - (i) with a quorum who:
 - (A) monitors a website at least once during the electronic meeting; and
 - (B) casts a vote on a website, if a vote is taken; and
 - (ii) for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the charter school board has jurisdiction or advisory power.
- (d) "Monitor" means to:
 - (i) read all the content added to a website by the public or a charter school board member; and
 - (ii) view a vote cast by a charter school board member on a website.
- (e) "Participate" means to add content to a website.
- (2) (a) A charter school board may convene and conduct an electronic meeting in accordance with Section 52-4-207.
- (b) A charter school board may convene and conduct an electronic meeting in accordance with this section that is in writing on a website if:
 - (i) the chair verifies that a quorum monitors the website;
 - (ii) the content of the website is available to the public;
 - (iii) the chair controls the times in which a charter school board member or the public participates; and
 - (iv) the chair requires a person to identify himself or herself if the person:
 - (A) participates; or
 - (B) casts a vote as a charter school board member.
- (3) A charter school that conducts an electronic meeting under this section shall:
 - (a) give public notice of the electronic meeting:
 - (i) in accordance with Section 52-4-202; and
 - (ii) by posting written notice at the anchor location as required under Section 52-4-207;
 - (b) in addition to giving public notice required by Subsection (3)(a), provide:
 - (i) notice of the electronic meeting to the members of the charter school board at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present;
 - (ii) a description of how the members and the public may be connected to the electronic meeting;
 - (iii) a start and end time for the meeting, which shall be no longer than 5 days; and
 - (iv) a start and end time for when a vote will be taken in an electronic meeting, which shall be no longer than four hours; and
 - (c) provide an anchor location.
- (4) The chair shall:
 - (a) not allow anyone to participate from the time the notice described in Subsection (3)(b)(iv) is given until the end time for when a vote will be taken; and
 - (b) allow a charter school board member to change a vote until the end time for when a vote will be taken.
- (5) During the time in which a vote may be taken, a charter school board member may not communicate in any way with any person regarding an issue over which the charter school board has jurisdiction.

- (6) A charter school conducting an electronic meeting under this section may not close a meeting as otherwise allowed under this part.
- (7) (a) Written minutes shall be kept of an electronic meeting conducted as required in Section 52-4-203.
 - (b) (i) Notwithstanding Section 52-4-203, a recording is not required of an electronic meeting described in Subsection (2)(b).
 - (ii) All of the content of the website shall be kept for an electronic meeting conducted under this section.
 - (c) Written minutes are the official record of action taken at an electronic meeting as required in Section 52-4-203.
- (8) (a) A charter school board shall ensure that the website used to conduct an electronic meeting:
 - (i) is secure; and
 - (ii) provides with reasonably certainty the identity of a charter school board member who logs on, adds content, or casts a vote on the website.
- (b) A person is guilty of a class B misdemeanor if the person falsely identifies himself or herself as required by Subsection (2)(b)(iv).
- (9) Compliance with the provisions of this section by a charter school constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 403, 2012 General Session

52-4-210. Electronic message transmissions.

Nothing in this chapter shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting.

Enacted by Chapter 25, 2011 General Session

Part 3—Enforcement

52-4-301. Disruption of meetings.

This chapter does not prohibit the removal of any person from a meeting, if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

Enacted by Chapter 14, 2006 General Session

52-4-302. Suit to void final action -- Limitation -- Exceptions.

- (1) (a) Any final action taken in violation of Section 52-4-201, 52-4-202, or 52-4-207 or 52-4-209 is voidable by a court of competent jurisdiction.
- (b) A court may not void a final action taken by a public body for failure to comply with the posting written notice requirements under Subsection 52-4-202(3)(a)(i)(B) if:
 - (i) the posting is made for a meeting that is held before April 1, 2009; or
 - (ii) (A) the public body otherwise complies with the provisions of Section 52-4-202; and
 - (B) the failure was a result of unforeseen Internet hosting or communication technology failure.
- (2) Except as provided under Subsection (3), a suit to void final action shall be commenced within 90 days after the date of the action.
- (3) A suit to void final action concerning the issuance of bonds, notes, or other evidences of indebtedness shall be commenced within 30 days after the date of the action.

Amended by Chapter 234, 2008 General Session

Amended by Chapter 403, 2012 General Session

52-4-303. Enforcement of chapter -- Suit to compel compliance.

- (1) The attorney general and county attorneys of the state shall enforce this chapter.

- (2) The attorney general shall, on at least a yearly basis, provide notice to all public bodies that are subject to this chapter of any material changes to the requirements for the conduct of meetings under this chapter.
- (3) A person denied any right under this chapter may commence suit in a court of competent jurisdiction to:
 - (a) compel compliance with or enjoin violations of this chapter; or
 - (b) determine the chapter's applicability to discussions or decisions of a public body.
- (4) The court may award reasonable attorney fees and court costs to a successful plaintiff.

Renumbered and Amended by Chapter 14, 2006 General Session

Amended by Chapter 263, 2006 General Session

52-4-304. Action challenging closed meeting.

- (1) Notwithstanding the procedure established under Subsection 63G-2-202(7), in any action brought under the authority of this chapter to challenge the legality of a closed meeting held by a public body, the court shall:
 - (a) review the recording or written minutes of the closed meeting in camera; and
 - (b) decide the legality of the closed meeting.
- (2) (a) If the judge determines that the public body did not violate Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall dismiss the case without disclosing or revealing any information from the recording or minutes of the closed meeting.
- (b) If the judge determines that the public body violated Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall publicly disclose or reveal from the recording or minutes of the closed meeting all information about the portion of the meeting that was illegally closed.

Amended by Chapter 382, 2008 General Session

52-4-305. Criminal penalty for closed meeting violation.

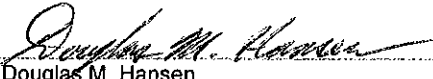
In addition to any other penalty under this chapter, a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of any of the closed meeting provisions of this chapter is guilty of a class B misdemeanor.

Enacted by Chapter 263, 2006 General Session

TO: GAIL MILLER, CHAIR OF THE BOARD OF TRUSTEES

Tab B

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council


Douglas M. Hansen
Controller, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 07-31-13

<u>Description</u>	<u>Rate of Return</u>	<u>Acquisition Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Abbey National Treasury Services					
Medium Term Note Floater	3.50%	04/30/12	04/25/14	2,813,460.88	2,872,914.31
Medium Term Note Floater	1.17%	01/09/13	04/25/14	401,963.21	403,499.20
Medium Term Note Floater	0.89%	01/31/13	04/25/14	251,812.02	252,187.00
Medium Term Note Floater	0.88%	03/20/13	04/25/14	1,559,228.13	1,561,541.90
Bank of America					
Medium Term Note Floater	0.79%	03/05/13	09/15/14	1,995,840.55	1,998,040.00
Medium Term Note Floater (ML)	0.72%	04/25/13	01/15/15	2,000,316.65	1,995,172.00
Medium Term Note Floater	0.81%	05/14/13	03/22/16	1,002,450.00	999,242.00
Barclays Bank PLC					
Medium Term Note Floater	1.40%	05/22/12	01/13/14	2,049,103.11	2,058,689.95
BNP Paribas					
Medium Term Note Floater	2.12%	05/09/12	01/10/14	1,991,216.50	2,005,282.00
Medium Term Note Floater	1.01%	09/14/12	01/10/14	1,501,113.75	1,503,961.50
Medium Term Note Floater	1.09%	12/20/12	12/20/14	1,027,967.50	1,031,867.00
Capital One Bank					
Medium Term Note	0.56%	02/19/13	02/15/14	2,048,750.00	2,046,332.00
Citigroup Inc					
Medium Term Note Floater	1.89%	03/20/12	08/13/13	2,000,322.29	2,000,908.00
Medium Term Note Floater	0.81%	02/15/13	11/05/14	1,993,209.55	1,994,780.00
Medium Term Note Floater	0.81%	02/15/13	11/05/14	996,612.14	997,390.00
General Electric Capital Corporation					
Medium Term Note Floater	0.80%	05/14/12	12/20/13	1,017,301.71	1,019,526.82
Goldman Sachs GP Inc					
Medium Term Note Floater	2.26%	02/28/12	02/07/14	1,989,422.91	2,006,080.00
Medium Term Note Floater	1.81%	08/01/12	02/07/14	2,492,727.04	2,507,600.00
Medium Term Note Floater	1.00%	10/18/12	09/29/14	998,558.28	1,000,600.00
Hewlett-Packard Company					
Medium Term Note Floater	1.12%	06/04/12	05/30/14	2,490,708.38	2,494,882.50
Medium Term Note Floater	0.98%	09/14/12	05/30/14	1,994,907.30	1,995,906.00
Medium Term Note Floater	1.03%	09/27/12	09/19/14	504,670.40	500,574.00
HSBC Finance Corporation					
Medium Term Note Floater	0.74%	11/23/12	01/15/14	2,996,912.15	2,999,403.00
Medium Term Note Floater	1.07%	06/26/13	06/01/16	1,713,834.54	1,705,208.00
ING Bank					
Medium Term Note Floater	0.65%	04/11/13	06/09/14	1,010,431.44	1,008,689.00
Medium Term Note Floater	1.62%	05/30/12	10/18/13	1,999,830.36	2,005,956.00
Medium Term Note Floater	1.40%	09/05/12	10/18/13	2,011,295.58	2,005,956.00

JP Morgan Chase & Company					
Medium Term Note Floater	1.13%	11/23/11	09/30/13	2,499,555.51	2,502,907.50
Medium Term Note Floater	1.31%	04/26/13	03/20/15	2,025,634.78	2,018,070.00
Lloyds TSB Bank					
Medium Term Note Floater	2.85%	04/16/12	01/24/14	1,997,611.17	2,019,724.00
Morgan Stanley					
Medium Term Note Floater	2.17%	08/31/12	01/24/14	998,464.68	1,005,124.00
Medium Term Note	0.78%	04/29/13	05/13/14	4,163,886.40	4,154,380.00
Rio Tinto Financial					
Medium Term Note Floater	0.52%	06/21/13	06/19/15	1,002,821.87	1,000,934.00
Royal Bank of Scotland PLC					
Medium Term Note Floater	2.22%	06/25/12	08/23/13	1,100,331.73	1,101,041.70
Medium Term Note	1.79%	08/02/12	08/23/13	1,501,932.72	1,502,319.00
Medium Term Note	1.41%	09/07/12	08/23/13	1,000,821.72	1,001,546.00
Medium Term Note	1.01%	10/09/12	08/23/13	1,192,344.87	1,191,839.74
Societe Generale New York					
Medium Term Note Floater	0.64%	02/22/13	04/11/14	4,019,088.59	4,016,972.00
Medium Term Note Floater	0.64%	03/08/13	04/11/14	1,004,791.50	1,004,243.00
UBS AG Stamford CT					
Medium Term Note Floater	1.48%	04/02/12	01/28/14	2,996,760.00	3,014,082.00
Medium Term Note Floater	0.89%	11/05/12	01/28/14	1,502,934.00	1,507,041.00
Wachovia Corp					
Medium Term Note Floater	0.99%	06/18/13	10/28/15	2,690,506.13	2,675,686.50
Wells Fargo Bank					
Medium Term Note Floater	1.44%	06/19/13	05/16/16	1,288,141.96	1,284,393.50
Mutual Funds - Bruin Club					
Janus Strategic Value Fund	49.63%	Various	Open	35,000.00	72,769.85
Janus Twenty Fund	68.62%	Various	Open	41,250.00	52,978.29
The Vanguard 500 Index Fund	56.99%	Various	Open	43,750.00	70,840.86
Mutual Funds - Alumni Office					
Janus Fund	62.56%	Various	Open	26,500.00	25,009.84
Janus Enterprise Fund	56.91%	Various	Open	31,500.00	32,314.31
The Vanguard 500 Index Fund	56.99%	Various	Open	27,000.00	42,148.64
Mutual Fund Wells Fargo - Grand Theatre					
WealthBuilder Moderate Balanced Portfolio	36.62%	12/26/06	Open	95,717.01	117,967.94
Utah State Treasurer					
Public Treasurers' Investment Fund	0.50%	07/31/13	Open	20,225,940.56	20,225,940.56
Zions First National Bank					
Sweep Account	0.20%	07/31/13	08/01/13	<u>860,255.50</u>	<u>860,255.50</u>
Total Investment Portfolio				<u>97,226,507.07</u>	<u>97,472,717.91</u>

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
JULY 2013

Description	Interest	Acquisition Date	Maturity Date	Cost
<hr/>				
Investments -June 30, 2013				102,519,947.51
 <u>PURCHASES</u>				
Utah State Treasurer Public Treasurers' Investment Fund	0.50%	Various		7,318,188.63
Zions First National Bank Sweep Account	0.20%	Various		<u>4,829,656.10</u>
Total Purchases				12,147,844.73
 <u>SALES / MATURITIES</u>				
Premium Amortization on Medium Term Notes				26,889.13
Utah State Treasurer Public Treasurers' Investment Fund	0.50%		Various	12,500,000.00
Zions First National Bank Sweep Account	0.20%		Various	<u>4,914,396.04</u>
Total Sales				17,441,285.17
 Investments - July 31, 2013				<u>97,226,507.07</u>

MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2014

Date	Beginning Balance	Purchases	Sales	Ending Balance	Average Balance	Interest and Dividends	Interest Rate
July 2013	102,519,957.51	12,147,844.73	17,441,285.17	97,226,407.07	99,611,134.92	111,437.02	1.36%
August 2013							
September 2013							
October 2013							
November 2013							
December 2013							
January 2014							
February 2014							
March 2014							
April 2014							
May 2014							
June 2014							
Totals	102,519,957.51	12,147,844.73	17,441,285.17	97,226,407.07	99,611,134.92	111,437.02	1.36%

Cynthia A. Bioteau
 Cynthia A. Bioteau, President

August 14, 2013

Taylorsville Redwood Campus
Student Center 219

8:00 a.m.

Attendance: Trustees—Chair Gail Miller, Sanch Datta, Clint Ensign, Jessica Fowler, Vice Chair Stan Parrish, Pat Richards, Annie Schwemmer, Richard Tranter; President Cynthia A. Bioteau and Secretary Janice Schmidt

Excused: Trustees Ashok Joshi, David Lang

Guests: Provost Chris Picard; Vice Presidents Denece Huftalin, Dennis Klaus, Alison McFarlane; SLCC representatives Mike Blain, Jeff Collings, Dr. Jane Drexler, Malin Francis, Kent Frogley, Joe Gallegos, Dr. Kimberly Henrie, Dave Jones, Sarah Reale, Joy Tlou, Dana Van Dyke; Regent Marlin K. Jensen; Assistant AG Kevin Olsen; Larry Hancock, former Trustee

Media Representatives: Shad Engkilterra, Globe reporter

	Agenda	Discussion Summary / Action	Person Responsible
I.	<p>Board Business</p> <p>A. Presentation of Plaque</p> <p>B. Welcome New Trustees</p> <p>C. Oath of Office</p> <p>D. Audit Committee Report</p> <p>E. Approval of 2013-14 Meeting Schedule</p> <p>F. Committee Assignments</p>	<p>Chair Gail Miller called the meeting to order. Larry Hancock was presented a plaque of appreciation for his service on the Board.</p> <p>Chair Miller welcomed new Trustees Pat Richards, President and CEO of Select Health; Sanchaita Datta, Chief Technology Officer for FatPipe Networks; and Jessica Fowler, student body president for 2013-14.</p> <p>Chair Miller administered the oath of office for the new Trustees, Pat Richards, Sanch Datta, and Jessica Fowler. She also welcomed Regent Marlin K. Jensen to the meeting.</p> <p>The Audit Committee had no report.</p> <p>Trustee Vice Chair Parrish moved to approve the proposed meeting schedule. The motion was seconded by Trustee Richards and a vote was taken; the motion carried unanimously.</p> <p>Chair Miller announced the assignments: Investment Committee—Stan Parrish; Foundation Board—Ashok Joshi; Audit Committee—Clint Ensign, Chair, Gail Miller, Pat Richards; UCAT and SAT Boards—Richard Tranter.</p>	Chair Gail Miller
II.	Consent Calendar	Trustee Tranter moved, seconded by Trustee Datta, to approve the minutes of the previous meeting and all other items on the Consent Calendar. The vote was unanimous in favor of the motion.	Chair Gail Miller

<p>III</p>	<p>President's Report</p> <p>A. President's Report</p> <p>B. Instruction Report (in the agenda)</p> <p>C. Business Services Report</p> <p>1. Action: College Motor Vehicle Policy, Second Reading</p> <p>2. Action: Approval of Capital Projects in Excess of \$100,000</p> <p>3. Action: Approval of Work Program Revision</p> <p>4. Action: Approval of SLCC Operating Budget 2013-14</p> <p>5. Information: Copyright Policy, First Reading</p>	<p>President Bioteau introduced Joe Gallegos, new Faculty Association president; Dr. Jane Drexler, second year as Faculty Senate president; and Mike Blain, Staff Association president.</p> <p>VP Klaus presented the Motor Vehicle Policy for Trustee approval. The policy was modified to follow Utah law and a statement on the use of electronic devices while driving was added to the procedures. Chair Miller moved to approve the College Motor Vehicle Policy. Trustee Schwemmer seconded the motion; a vote was taken and it was approved unanimously.</p> <p>Funds are legislated for capital improvement projects. If our capital development request to replace Building A at Meadowbrook is approved, the \$400,000 listed for roof replacement would go to that project. Trustee Parrish moved, seconded by Trustee Ensign, to approve the Capital Projects in Excess of \$100,000. A vote was taken and the motion carried unanimously.</p> <p>Dr. Kimberly Henrie said this report reflects changes to funding due to enrollment and tuition, budget reductions to O&M, etc. Trustee Tranter moved, seconded by Trustee Datta, to approve the Work Program Revision report. The vote was unanimous in favor of the motion.</p> <p>Dr. Henrie reviewed the operating budget for 2013-14. Revenue comes from: state appropriations 25%; tuition and fees 30%; capital appropriations 20% (from the two new buildings); grants and contracts 17%; and auxiliaries, sales, services, and other sources 8%. About 70% of the budget goes directly to supporting students, 30% to operations. Trustee Richards moved to approve the SLCC Operating Budget for 2013-14. Trustee Fowler seconded the motion. The vote was unanimous in the affirmative.</p> <p>The Copyright Policy covers intellectual property rights and will come before the Board for approval at the next meeting.</p>	<p>President Cynthia Bioteau</p>
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	<p>6. Moment of Mission: Master Plan and Population Projections</p> <p>D. Student Services Report</p> <p>1. Information: Introduction of 2013-14 Student Executive Council</p> <p>E. Institutional Advancement Report</p> <p>1. Information: Gail Miler Utah Leadership Cup Update</p> <p>F. Government and Community Relations Report (in the agenda)</p> <p>G. Campus-Based & Constituents Reports (in the agenda)</p>	<p>Malin Francis reviewed how the College's master plan aligns with population projections. The south and west portions of the valley show the greatest projected growth, in the Jordan and Herriman areas, with growth also projected in the southeast portion of the county. President Bioteau explained the College is deliberately looking at increasing efficiencies at spaces we already have—through online delivery, weekend college, and hybrid classes—before asking for new buildings.</p> <p>VP Huftalin introduced the Student Executive Council for 2013-14: Casey Nelson, North Region; Katelyn Prawitt, Fine Arts & Lectures; Phillip Tong, South Region; Laurel Lopez, Taylorsville Activities Board; Becca Stark, Clubs & Organizations; Nicole Jensen, Publicity & Advertising; and Carlos Ariles, Executive VP.</p> <p>The Gail Miller Utah Leadership Cup, the College's signature fundraising event for scholarships, will be held September 16 at the Hidden Valley Country Club. VP McFarlane thanked Trustees Miller, Ensign, and Parrish for their leadership role. Currently there are 15 teams and \$97,000 has been raised. All proceeds will go to student scholarships and the goal is \$150-200,000. Trustees were asked to invite colleagues to participate.</p>	
IV.	Requests for Information	<p>Both new buildings should be open for classes next week. The Instructional Administration Building at Redwood will have a dedication the afternoon of October 3. The Center for New Media opening will be November 7 and 8, with an open house, President's Art Show, and a documentary premier.</p> <p>Trustees requested that the September meeting be held at South. Board meetings this year will be at other campuses to acquaint the Trustees with the various College sites.</p>	
V.	Calendar of Upcoming Events	<p>Trustees were not available for a meeting with Senator Urquhart following Convocation. The opening events for the new buildings will be added to the calendar of upcoming events.</p>	
VI.	Adjournment	<p>Trustee Tranter moved, seconded by Trustee Fowler, to adjourn the meeting at 9:20 a.m.</p>	

Minutes approved 9/11/13 Janice Schmidt

SALT LAKE COMMUNITY COLLEGE

PERSONNEL REPORT

August 1, 2013 thru August 31, 2013

PERSONNEL ADDITIONS/CHANGES

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
ADMINISTRATION			
Gloria Merrill	Director, Concurrent Enrollment	Concurrent Enrollment	August 1, 2013
FACULTY			
Spencer Bartholomew	Assistant Professor	Mathematics	August 16, 2013
Daniel Carpenter	Instructor (Temp)	Biology	August 16, 2013
Kristin Cartwright	Lecturer	Mathematics	August 16, 2013
David Davenport	Instructor	ASL	August 16, 2013
John Espil	Instructor	Auto Collision	August 16, 2013
Steve Farnsworth	Instructor (Temp)	Biology	August 16, 2013
Lindsay Fiatt	Instructor (Temp)	Allied Health	August 16, 2013
Julie Heaton	Instructor	Performing Arts	August 16, 2013
Mark Jarvis	Assistant Professor	FHE & Social Work	August 16, 2013
Justin Jory	Assistant Professor	English	August 16, 2013
Randall Kent	Instructor (Temp)	Mathematics	August 16, 2013
Wayne Larson	Instructor (Temp)	Allied Health	August 16, 2013
Justice Morath	Instructor	Psychology	August 16, 2013
Loren Mosher	Instructor (Temp)	Geology	August 16, 2013
Tammie Neeley	Assistant Professor	Accounting	August 16, 2013
Richard Oremus	Instructor	Mathematics	August 16, 2013
Claire Peterson	Instructor (Temp)	Humanities	August 16, 2013
Daniel Poole	Instructor	Sociology	August 16, 2013
Wesley Sanders	Instructor	Engineering	August 16, 2013
George Ramjone	Instructor (Temp)	Geography	August 16, 2013
John Schweitzer	Lecturer	Mathematics	August 16, 2013
James Smith	Instructor	Engineering	August 16, 2013
Sadie Thomas	Lecturer	Mathematics	August 16, 2013
Dee Thornton	Instructor	Aviation	August 16, 2013

SALT LAKE COMMUNITY COLLEGE PERSONNEL REPORT

August 1, 2013 thru August 31, 2013

PERSONNEL ADDITIONS/CHANGES

STAFF

EXEMPT

Stanford Todd Stubbs

Asst. Director 3, Instructional Design and Development

eLearning and Instructional Support

August 1, 2013

Kate Rutherford

Coordinator 1, Community Outreach

Grand Theatre

August 1, 2013

Tara Brendt

Assistant Coach, Softball/Promotions

Athletics

August 1, 2013

Jeffrey Collings

Budget Analyst 1

Budget Office

August 1, 2013

Bradley Bishop

Assistant Director of Development

Development Office

August 1, 2013

Alan Done

Manager 2, Composites Technical Training

Corporate Solutions

August 16, 2013

Jan Coleman

Manager 1, Marketing

Marketing

August 16, 2013

Scott Mayfield

Director, IV, SBDC

SBDC

August 16, 2013

David Jones

Manager 1, Marketing

Marketing

August 16, 2013

STAFF

NON-EXEMPT

Deborah Mahre

Administrative Assistant I

Div of Technical Specialties

August 1, 2013

Marcile Howes

Technician 2, Data Center

Data Center

August 1, 2013

Marianne Brunatti

Administrative Asst. I

Aviation

August 1, 2013

James Roberts

Painter 2

Facilities

August 16, 2013

Celia Duarte

Specialist 2, Course Management

Miller Financial Services

August 16, 2013

Leslie Langi

Admin. Assistant I

Student Life & Leadership

August 16, 2013

Dee K. Leo

Asst. Manager, Food Service South

Food Services

August 16, 2013

Charlotte Smith

Technician III, Bookstore

Bookstore

August 16, 2013

Sue Christensen

Administrative Asst. II

Econ Dev & Bus Partnership

August 16, 2013

Daniel Loyd

Facilities Lead II, Irrigation

Facilities

August 16, 2013

Austin Phipps

Custodian I

Facilities

August 16, 2013

Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting Wednesday, September 11, 2013

Tab

NEW FUNDING ACTION

Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Small Business Administration (SBA): SBDC Cooperative Agreement	8/22/2013	\$854,432		Under Consideration		10/01/2014-12/31/2014	SBDC
Department of Education (ED): Carl Perkins Grant annual renewal			8/20/2013	Awarded	\$1,192,832	7/01/2013-06/30/2013	Vice Provost/CTE
Institute of Museum and Library Services (IMLS): Library Services and Technology Act (LSTA)		\$1,350.00	8/15/2013	Awarded	\$1,350.00	8/15/2013-6/30/2014	Markosian Library
Utah State Office of Education (USOE): Carl Perkins Formula Reserve			8/8/2013	Awarded	\$15,000	7/1/2013-6/30/2014	Vice Provost/CTE
National Highway Traffic Safety Administration (NHTSA): Safe Alternatives Program	3/18/2013	\$2,500	8/4/2013	Awarded	\$2,500	8/15/2013-11/15/2013	Health & Wellness
ON-GOING FUNDING ACTIVITY							
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
Salt Lake City Arts Council (SLCAC): Grand Theatre	06/14/13	\$5,000.00		Under Consideration		7/1/2014-6/30/2015	Grand Theatre
Zoo, Art, & Parks (ZAP): Grand Theatre Support	05/17/13	\$62,000		Under Consideration			Grand Theatre
Utah Humanities Council (UHC): 2014 Philosophy Conference	3/1/2013	\$5,000	5/1/2013	Awarded	\$5,000	2/7/2013-5/15/2014	Philosophy Department
Department of Workforce Services (DWS): Quality Environment for Child Care Centers	2/26/2013	\$18,388	4/16/2013	Awarded	\$18,388	4/15/2013-10/15/2013	Eccles Early Childhood Development Lab School
Salt Lake City Arts Council (SLCAC): Teens Write Program	4/4/2013	\$2,500		Under Consideration			Community Writing Center
University of Utah (UofU) sub-contract: Rocky Mountain Space Grant Consortium (National Aeronautics & Space Administration) Extension	4/1/2013	\$10,100	3/21/2013	Awarded	\$10,100	5/06/2013-5/05/2014	School of Science, Math, and Engineering
Zoo, Art, & Parks (ZAP): Grand Theatre Support	5/18/2012	\$65,000	2/15/2013	Awarded	\$67,928	5/22/2013-5/21/2014	Grand Theatre
Small Business Administration (SBA): SBDC Cooperative Agreement	8/23/2012	\$925,831	1/16/2013	Awarded	\$884,432	1/01/2013-12/31/2013	SBDC
Utah Commission on Volunteers (UCOV): Volunteer Management Training	12/13/2012	\$1,500	1/8/2013	Awarded	\$1,500	1/7/2013-12/1/2013	Thayne Center for Service and Learning
National Highway Traffic Safety Administration (NHTSA): Safe Alternatives Program	5/14/2012	\$2,500	10/2/2012	Awarded	\$2,500	10/01/2012-9/30/2013	Health & Wellness
Forsyth Technical Community College sub-contract: Consortium for Bioscience Credentials (Department of Labor, TAA/CCT program)	5/24/2012	\$825,000	9/24/2012	Awarded	\$825,000	10/01/2012-9/30/2016	Biotechnology-Science, Math and Engineering
Utah Valley University (UVU) sub-contract: GEAR UP (Department of Education)			9/11/2012	Awarded	\$243,293	9/26/2012-9/25/2013	School Relations
Salt Lake City Arts Council (SLCAC): Theatrical Season	6/7/2012	\$5,000	8/21/2012	Awarded	\$5,000	9/01/2012-8/31/2013	Grand Theatre
Echelon sub-contract: Biosciences Student Research (National Science Foundation)	3/14/2012	\$30,000	8/15/2012	Awarded	\$30,000	8/5/2012-2/28/2014	Biotechnology-Science, Math and Engineering

Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration
National Partnership for Environmental Technology Education sub-contract: 3CP2 Train the Trainer (Department of Homeland Security/FEMA)	5/14/2012	\$7,500	7/17/2012	Awarded	\$7,500	7/01/2012-9/30/2013	Public Safety
University of Utah sub-contract: Flipped Classroom (National Science Foundation--Transforming Undergraduate Education in STEM)	5/31/2012	\$50,000		Under Consideration		7/01/2012-7/01/2014	Engineering Department
Department of Labor, TAACCCT Program: Utah Workforce Education and Retraining for Knowledge and Skills (Utah WERKS)	4/20/2011	\$13,329,966	9/30/2011	Awarded	\$2,701,202	10/01/2011-9/30/2014	SLCC-Lead Institution
Collins College sub-contract: National Information Security and Geospatial Consortium (Department of Labor, TAACCCT program)	4/21/2011	\$1,026,328	9/30/2011	Awarded	\$1,026,328	10/01/2011-9/30/2014	Geoscience-Science, Math and Engineering
National Science Foundation (NSF): Enhancing Recruitment & Retention in Utah's Biotechnology Pipeline	9/16/2009	\$1,999,446	8/2/2011	Awarded	\$1,999,446	9/01/2009-8/31/2014	School of Science, Math and Engineering
Department of Education (ED): TRIO Talent Search	12/20/2010	\$233,689	7/1/2011	Awarded	\$217,971	9/01/2011-8/31/2016	Student Services
Department of Education (ED): TRIO Student Support Services	12/20/2010	\$319,006	7/1/2011	Awarded	\$319,006	9/01/2011-8/31/2015	Student Services
Small Business Administration (SBA): Small Business Jobs Act of 2010	12/20/2010	\$364,589	3/31/2011	Awarded	\$364,589	4/01/2011-3/31/2014	SBDC
LaGuardia Community College sub-contract: Connected to Learning (C2L) (Department of Education, FIPSE)	11/1/2010	\$20,000	3/1/2011	Awarded	\$20,000	1/01/2011-12/31/2013	General and Developmental Education
Department of Labor (DOL), Community Based Job Training: Digital Arts	4/29/2010	\$2,702,436	6/29/2010	Awarded	\$2,702,436	7/01/2010-6/30/2014	School of Arts, Comm. and New Media
Department of Energy (DOE): Recovery Act - Workforce Development Training to Salt Lake Community College Topic A	11/30/2009	\$614,240	4/8/2010	Awarded	\$614,240	7/28/2010-9/30/2013	School of Professional and Economic Development
Department of Energy (DOE): Recovery Act - Workforce Development Training to Salt Lake Community College Topic B	11/30/2009	\$1,523,005	4/8/2010	Awarded	\$1,523,005	7/29/2010-9/30/2013	School of Professional and Economic Development
Department of Workforce Services (DWS) sub-contract: State Energy Sector Partnership (Department of Labor)	10/20/2009	\$2,100,193	1/20/2010	Awarded	\$2,100,193	2/01/2010-6/30/2014	School of Professional and Economic Development
Department of Education (ED): Child Care Access Means Parents in School (CCAMPIS)	4/8/2009	\$447,243	10/1/2009	Awarded	\$447,751	10/01/2009-9/30/2013	Student Services
Total funding requests under consideration:		\$973,932					
Total funds awarded:		\$17,348,490					

Provost of Academic Affairs – September 2013

School of Applied Technologies & Professional Development

Paula Nielson-Williams is an outstanding faculty member and program coordinator of Health and Fitness offerings in the Division of Continuing Education. Paula has developed more than 23 programs and courses focused on personal wellness and workforce training during her time at Salt Lake Community College. Her ability to develop and maintain strong relationships with the community and other college departments is a valuable asset that drives a very successful and vibrant segment of Continuing Education.

School of Arts, Communication & New Media

Associate Professor, Jon Clark has been instrumental in the development and planning for the Center for New Media and is key to the successful implementation of SLCC's digital systems. Jon is an integral component of the School of Arts, Communication and New Media.

School of Business

Ed Walsh, Computer Sciences and Information Systems Instructor, is committed to infusing technology into his classes in such a way that students become totally immersed in the discipline. Examples include using technology to enable homebound students to attend class virtually, providing leadership in the "flipped classroom" initiative by testing software applications and mentoring other faculty involved in the initiative. He is eager to help others and has volunteered to help faculty master the use of technology as we move forward in developing alternative modes of degree delivery.

School of Health Sciences

Georgia Anderson, Professor of Nursing, is an expert on accreditation and curriculum design. She uses current teaching methodologies to enhance her student's learning opportunities. Last year she decided to "flip" her Mental Health Nursing class (NSG 2600) giving her students "the best learning opportunity they have ever experienced." Georgia also works with the Nursing Arts group and this summer they developed an end-of-life scenario in which acting students play the part of family members of a dying patient, help family members accept the death of a loved one.

School of Humanities & Social Science

A member of the Humanities & Language & Culture Department, Dr. Jeanine Alesch teaches courses in French language and culture. She received a PhD in French literature from the Univ. of Penn. and since coming to SLCC in 2010 has been an exemplary faculty member, deeply involved in the work of her department and her discipline. She served on the Internationalizing the Curriculum Task Force; developed a course on "Global French Cultures" for the International Studies Program; is the advisor for the French Club; and is a reviewer for the AP Examination in French. She is also a productive scholar, having published a book and half a dozen articles and reviews.

School of Science, Mathematics & Engineering

Nate Thomas, faculty in the Fitness Technician Program, presented a poster at the American College of Sports Medicine national convention on interfacing Exercise Is Medicine (EIM) within the health care system. EIM promotes exercise as an essential part of patient recovery, personal fitness training and wellness education. Currently, SLCC is the only fitness degree program in the nation involved in the EIM movement.

School of Technical Specialties

Neal Grover continues to exemplify his passion and commitment to education and the auto collision repair industry. Recent awards include the SLCC Alumni Association's Distinguished Alumni for the school year 2007-2008 and Industry has recognized him with the I-CAR Teacher of the Year Award in 2011. Neal continues to be the top in his field.

UTAH SYSTEM OF HIGHER EDUCATION

Date: August 26, 2013

Initials: DVD

OPERATION AND MAINTENANCE OF INSTITUTIONAL RESIDENCE

INSTITUTION: Salt Lake Community College

Expenditures

	Prior FY Initial Budget (1) \$	Prior FY Actual (2) \$	Current FY Budget (3) \$
I. Maintenance Costs			
A. Utilities	\$5,500	\$4,668	\$5,500
B. Routine Care	12,500	9,647	12,500
C. Remodeling, Major Repairs	64,000	63,207	50,000
D. Repairs and Maintenance of Structure	5,000	0	5,000
E. Repairs, Maintenance, and Replacement F, F & E	12,000	6,894	0
F. New Furniture, Furnishings, and Equipment	0	0	0
Subtotal - Maintenance Costs	\$99,000	\$84,416	\$73,000
II. Custodial and Domestic Assistance			
A. General	7,500	4,744	7,500
Subtotal - Custodial and Domestic Assistance	\$7,500	\$4,744	\$7,500
III. Insurance	600	461	600
IV. Contingency	5,000	0	5,000
V. Total Expenditures	\$112,100	\$89,621	\$86,100
VI. Gross Square Footage	8,343		

USHE
Annual Facility Lease and Rental Report
Utah System of Higher Education
2013-14 Annual Facility Lease and Rental Report

Salt Lake Community College

Location, Dept./Project	Gross Sq. Ft.	Annual Gross Per Sq. Ft. (10/1/11 to 9/30/12)	Annual Gross Yearly	Term in Months Expiration Date	Source of Funding	Escalator	Monthly Lease Payment	Use of Space
551 North 2200 West, Airport (Airport Center)	18,177	\$6.42 Net	\$121,754	60 Mo. 5/31/18	E & G	Adj. Yearly	\$10,146	Office/Lab/Classroom
551 North 2200 West, Airport (Airport Center)	3,936	\$2.30 Full	\$9,252	Month to Month	E & G		\$771	3 Hangers
210 East 400 South, SLC (Writing Center)	1,545	\$7.06 Full	\$10,905	8/15 5-Year	E & G	CPI Annual	\$909	Office/Classroom
231 East 400 South, SLC (Library Square)	33,160	\$15.00 Full	\$477,936	01/01/07 to 6/30/15	E & G	Adj. Yearly	\$39,828	Office/Classroom
2150 Dauntless Ave, SLC (Westpointe Centre)	35,700	\$15.96 Per Sq. Ft.	\$573,564	7Yr. 9/11 to 9/17	E & G/SAT	Adj. Yearly	\$47,797	Office/Classroom
3760 South Highland Drive (Highland Center)	31,354	O & M/DFCM \$5.30 sq. ft.	\$177,706	6/30/2014	SAT	None	\$14,809	Office/Classroom
2700 South 165 West (Warehouse Space 1)	10,000	\$3.96 Per Sq. Ft.	\$39,600	Month to Month	E & G	None	\$3,300	Facilities Storage
2700 South 165 West (Warehouse Space 2)	10,000	\$3.96 Per Sq. Ft.	\$39,600	Month to Month	E & G	None	\$3,300	Facilities Storage
2700 South 165 West (Warehouse Space 3)	10,000	\$3.96 Per Sq. Ft.	\$39,600	Month to Month	E & G	None	\$3,300	Facilities Storage
TOTALS	153,072		\$1,499,917					

Notes

*Cost per square foot is a calculated figure based on lease cost and square footage.

BUSINESS SERVICES

COPYRIGHT OWNERSHIP/INTELLECTUAL PROPERTY

CHAPTER 2

POLICY 12.02

Board of Trustees Approval:

Page 1 of 1

I. POLICY

It is the policy of Salt Lake Community College to establish procedures to clarify the ownership of copyright protected works of the College, its faculty, staff, and students, and to outline the prospective use rights individuals have during the course of affiliation with the College.

BUSINESS SERVICES

COPYRIGHT OWNERSHIP/INTELLECTUAL PROPERTY

CHAPTER 2

PROCEDURE FOR POLICY 12.02

Cabinet Approval: 05/14/2013

Page 1 of 5

I. REFERENCES

- A. United States Code Title 17, Copyright Act of 1976, as amended.
- B. Utah State Board of Regents Policy R-401.
- C. Salt Lake Community College Curriculum Handbook.
- D. SLCC Policy Chapter 4, Section 1.01, Academic Freedom, Professional Responsibility and Tenure.

I. DEFINITIONS

- A. Copyright Ownership Contract means a standard agreement between the College and the employee defining ownership of a specific copyright protected work. Where the copyright protected work has commercial value, the agreement also clarifies matters of revenue. College contract review processes must be followed.
- B. Copyright Protected Work means a work that is the product of original creation fixed in tangible forms of expression. The types of materials subject to copyright protection include, but are not limited to, the following:
 - 1. Literary works (which includes but is not limited to books, periodicals, manuscripts, advertising copy and other works that can be expressed in words, numbers, or other verbal or numerical symbols)
 - 2. Musical works (including any accompanying words)
 - 3. Dramatic works (including any accompanying music)
 - 4. Pantomimes and choreographic works
 - 5. Pictorial, graphic, and sculptural works
 - 6. Motion pictures and other audiovisual works
 - 7. Architectural works
 - 8. Electronic course materials and software used in on-line or tele-courses
 - 9. Core elements of curriculum
 - 10. Computer programs or databases and associated documentation
 - 11. Other Works of authorship, as defined in the USC Title 17 fixed in a tangible medium of expression
- C. Core Elements Of Curriculum means the foundational elements of curricula, such as the Program Curriculum Outline (PCO), Course Curriculum Outline (CCO),

BUSINESS SERVICES

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CHAPTER 2

PROCEDURE FOR POLICY 12.02

Cabinet Approval: 05/14/2013

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documents associated with Utah State Board of Regence Policy R-401, and any other formal documents and their contents associated with the development or approval of a program or course, including but not limited to:

1. Sample syllabus
2. Course content
3. Learning outcomes
4. Web links to supplementary content
5. Tests, test questions, and answer keys
6. Reading lists
7. Bibliographies
8. Standardized materials developed by departments for use with specific courses

~~Core elements of curriculum do not include individualization by faculty members of elements listed above. They do not include other supplemental materials designed to enrich the course which are developed by faculty members for their use in teaching the course, such as class or lecture notes, PowerPoint presentations, or other similar enhancements. They do not include other tools or technologies used to present course content.~~

- D. Course Individualization means the use by faculty members of materials designed to compliment, accompany, and enhance the core elements of curriculum listed above. Such materials specifically include supplemental materials designed to enrich a course that are developed by faculty members for their use in teaching a course, such as class or lecture notes, PowerPoint presentations, or other similar enhancements. They include the tools or technologies used to present course content.
- E. Independent Effort means research, writing, or other professional enrichment activities performed by an employee to advance his or her knowledge where the choice, content, and direction of the effort is determined by the employee without direct assignment or supervision by the College and for which no significant College resources are used.
- F. Scholarly Works means copyright protected works of nonfiction, novels or other works of fiction, articles, presentations for professional organizations, or other copyright protected works, such as poems, musical compositions and visual works of art, regardless of the medium of expression. Scholarly works includes the products of independent effort.

BUSINESS SERVICES

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CHAPTER 2

PROCEDURE FOR POLICY 12.02

Cabinet Approval: 05/14/2013

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- G. Scope of Employment means the combination of tasks, activities, projects, or other work for which the employee was hired, whether or not specifically listed on the employee's job description.
- H. Significant College Resources means the use of College administered funds or College funded time, facilities, or equipment. The incidental use of office or library facilities or College computers commonly made available to similarly situated employees will not be considered as such use. The incidental use of other equipment that imposes no significant wear and tear, use of consumables, additional cost, or loss to the College will not be considered as such use. The use of time or salary provided by the College to the employee while on sabbatical will not be considered as such use.
- I. Use Rights means, as related to the College, its employees, contractors, and students, the non-exclusive, royalty-free, perpetual, and irrevocable rights of a party to make defined uses of a copyright protected work, with appropriate attribution, when the specified party does not hold the intellectual property rights to that work.
- J. Work Made for Hire means any work prepared by an employee within the scope of his or her employment. It includes, but is not limited to, all work produced in fulfilling job responsibilities, such as data, reports, core elements of curriculum, tests (and test answers), institutional projects, software developed for College computing systems, or work created or produced by the employee primarily for use at or by the College. It also includes work specially ordered or commissioned by the College through a written agreement, such as on-line courses, tele-courses, computer programs, contributions to departmental or collective work, audiovisual works, translations, or other such projects.

II. PROCEDURES

A. College Rights

- 1. College Ownership of Copyrights. The College retains sole ownership of all core elements of curriculum used in, or specifically developed for, curriculum taught currently or historically in College instructional offerings. The College considers all such work to be created within a faculty member's scope of employment and to be a work made for hire. The College also retains sole ownership of all work made for hire by non-faculty employees of the institution, as well as work performed by contractors on behalf of the College.

BUSINESS SERVICES

COPYRIGHT OWNERSHIP/INTELLECTUAL PROPERTY

CHAPTER 2

PROCEDURE FOR POLICY 12.02

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2. College Right to Assign Copyrights. The College reserves the right to assign, at its sole discretion, any ownership rights it has to copyright protected works upon such terms as it deems beneficial and fair to all parties.
3. College Use Rights. The College retains the right to use materials developed by employees for use in College programs and courses as outlined in this procedure when no written ownership agreement exists to otherwise define College and employee rights. Such use rights do not extend to course individualization scholarly works, or the products of independent effort.

B. Employee Rights

1. Employee Ownership of Copyrights. The College will not assert an ownership interest in the copyright of scholarly works or the products of independent effort related to the author's academic or professional field, regardless of the medium of expression. The original creator of the copyright protected work retains ownership rights to the copyright of such work, unless:
 - a. The work is a work made for hire;
 - b. The work is commissioned by the College as a work made for hire under a signed copyright ownership agreement;
 - c. The work is created as a result of an agreement between the College and a third party that assigns copyright ownership to either the College or the third party (this includes grant funded projects);
 - d. The work is considered a core element of curriculum; or
 - e. The work is created using significant College resources.
2. Employee Use Rights. Employees have the right to use, for the same official College purposes for which a work was created, works created by similarly situated employees when no written ownership agreement exists to otherwise define College and employee rights. For example: materials created by one faculty member for use in a particular course may be used by other faculty members teaching the same or related courses; a spreadsheet format created by

BUSINESS SERVICES

COPYRIGHT OWNERSHIP/INTELLECTUAL PROPERTY

CHAPTER 2

PROCEDURE FOR POLICY 12.02

Cabinet Approval: 05/14/2013

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one employee may be used by another employee to document the same type of data. Such use rights do not extend to course individualization, scholarly works, or the products of independent effort.

- C. Use of Significant College Resources. Unless otherwise approved in advance by the College president, the use of significant College resources shall be limited to those purposes that promote the College's mission and shall not be used for personal gain or personal commercial advantage.
- D. Copyright Ownership Agreement. Where copyright protected works are created under a specific written agreement between the College and its employee and the agreement defines the obligations and ownership rights of each party, the agreement shall take precedence over any parts of this Procedure that may be inconsistent with that agreement. The employee and the College must enter into a copyright ownership agreement:
 - 1. Before work begins on creation of a work when significant College resources will be used to create, distribute, or market the work;
 - 2. When the College specifically assigns or commissions the work from the employee;
 - 3. When it may be unclear that the contemplated work (or work already in progress) falls within the definition of a scholarly work or as being the result of independent effort; or
 - 4. When the contemplated work will have commercial value.
- E. Student Rights. Unless a specific written agreement between the College and the student or a third party defines other ownership arrangements, students hold the ownership rights to their copyright protected works for which academic credit is received, including the contents of e-portfolios, artistic works, literary works, musical works, or other creative works or materials created as part of their educational experience at the College.
 - 1. Works created by a student within the scope of College employment as an employee, work study student, or volunteer at the College are considered to be works made for hire and ownership and all other legal rights in the copyright protected work are owned by the College.

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BOARD OF TRUSTEES REPORT
Reporting: Vice President of Student Services
September 2013

Student Services Inclusivity Work Group

When we hold up a light to see others more clearly, we inevitably illuminate ourselves.
~Alice Walker

In response to the College wide conversations regarding inclusivity on campus, Student Services has brought together a comprehensive group of students and staff to identify ways to improve the inclusivity within the division. The group meets regularly to reflect on their own learning and understanding of this issue as well as to plan training and professional development opportunities for those in student services to strengthen their own understanding. The group recently conducted a division wide survey and will be using the results to create training that meets departmental needs.

**Thayne Center, Student Life & Leadership, Arts & Cultural Events,
And Community Relations**

From a national highly selective and competitive pool, the Salt Lake Community College was selected as one of the 79 schools to be part of the NASDAS Initiative institutions for 2013-2014. SLCC's participation will be centered on Civic Learning and Democratic Engagement. SLCC is committed to continue to encourage students' civic development through thoughtful community partnerships, engaging leadership opportunities, and democratic participation. In collaboration with NASPA's network of institutions, SLCC will dedicate efforts to the development of students' sense of civic identity as civic engagement is a core value of higher education. SLCC is honored to have been selected and will continue to commit to inspire students to challenge themselves through leadership, programming and service roles.

Universal Access Committee

The 25 member Universal Access Committee was formed in July 2012 in response to recommendations from the Disability Resource Center's program review. The purpose of the committee is to encourage cross-college collaboration ensuring all programs, services, facilities, and technologies are universally accessible to people with disabilities. Last spring, a Universal Access survey was developed to examine the accessibility of all programs, departments, technologies and physical environments at SLCC and was distributed to all faculty, staff, and administrators at SLCC. There were a total of 366 responses: 129 Faculty, 212 Staff, and 25 Administrators. The committee will utilize the results of this survey to develop a college-wide transition plan to address the concerns raised. The transition plan will establish priorities and timelines to ensure that SLCC is inclusive to people with disabilities.

BOARD OF TRUSTEES REPORT
Reporting: Vice President of Institutional Advancement
September, 2013

DEVELOPMENT OFFICE REPORT

- **Contributions** received 1 July 2013 through 15 August 2013: **\$3,191**
- Total contributions for Fiscal Year 2014: **\$3,191**
- **Non-Cash Gifts** received 1 July 2013 through 15 August 2013: **\$16,418**
- Total non-cash value for Fiscal Year 2014: **\$16,418**
- **Sponsorships** received 1 July 2013 through 15 August 2013: **\$86,129**
- Total sponsorships for Fiscal Year 2014: **\$86,129**

INSTITUTIONAL MARKETING & COMMUNICATIONS

- Continued enrollment management efforts to build Fall 2013 enrollment included radio, paid search, direct mail, internal channels, transit and email blast advertising. Target markets were identified and evaluated to calibrate a mix of traditional and new media channels of advertising to reach the designated audiences.
- Salt Lake Community College appeared in 221 articles in the local, state and national media in July 2013 with an estimated earned media value of \$92,672.49. Articles included a \$100,000 Eccles Grant for the SLCC Center for New Media, Pioneer of Progress awardee Norma Carr, and Dean Dennis Bromley's election as President of ACBSP Region 7.

MEDIA OPERATIONS

- Media Operations produced another new set of video productions for the hybrid Business 1010 classes and the continuation of the Management 2950 Executive Lecture series.
- Working with Taylorsville City partners a Meet the Candidates meeting was broadcasted live from City Hall on cable Channel 17.

**Government and Community Relations
Board of Trustees Report
August 22, 2013**

VICE PRESIDENT GOVERNMENT AND COMMUNITY RELATIONS

The past several weeks have been very busy for the College's government relations team. The legislature's Higher Education Appropriation Committee held an interim meeting at the Capitol in mid-August. As part of the meeting, the system of higher education was asked to report on its plans for spending the funds that were allocated to the institutions in the 2013 legislative session for performance based funding and mission based funding. As part of that report, President Bioteau gave an excellent overview about how Salt Lake Community College will spend the equity funds that were appropriated to the College for FY 2014. The President also discussed the importance of current and future equity funding to the College. Her report was very well received by the committee members.

As part of the College's convocation ceremonies, Senator Steve Urquhart was presented with the College's 2013 Legislative Champion Award. The senator was recognized for his tireless efforts in championing the cause of higher education in the state legislature. In particular, the senator was acknowledged for taking significant personal time to visit each institution of higher education in the state and fully understand their unique roles missions. The senator has visited SLCC multiple times over the past two years, meetings with Trustees, the administration, faculty, staff and students. The senator's visits to the College have been very productive and worthwhile, both for the senator and for the College. Following the presentation of his award, the senator spoke to those attending Convocation. He noted the important role that the College plays in the system of higher education and expressed his sincere appreciation for the work being done by the faculty and staff to provide SLCC students with a high quality education.

During the month of August, members of the State Building Board and the Board of Regents visited the Meadowbrook Campus to receive a briefing on the College's Capital Facilities request for 2014-15. The request is for a new CTE Learning Resource and Classroom Building on the Meadowbrook Campus, replacing the existing Building A. The state-of-the-art building will be 98,219 gross square feet at an estimated cost of \$27,000,000.

The building will house the College's advanced manufacturing programs with additional classrooms, large bay teaching labs, study space, conference rooms and office space for faculty. Some of the programs that will be located at the new building include composite materials, plastics, HVAC, heavy diesel systems, machining-manufacturing technology and welding. The Board of Regents and State Building Board will spend the next couple of months prioritizing all of the capital facilities requests and will forward their recommendations on to the state legislature for their consideration in the 2014 legislative session.

The College continues to develop its legislative strategy for the 2014 session. The College's first priority will be increased compensation for employees. In addition, the President and government relations team will advocate for additional equity funding to ensure that the College has the needed state tax funds to meet its mission as a comprehensive community college. New state funds would be used to create additional sections of gateway and high demand general education courses, to provide the necessary advising and student support services to ensure clear pathways and timely goal completion, and to enhance and expand career and technical education training programs. The College will also aggressively advocate for funding of the new building on the Meadowbrook Campus.

COMMUNITY RELATIONS

Salt Lake Community College continues to develop our application for the Carnegie Classification for Community Engagement. As part of our effort, we have participated in a number of conferences, both online and in person, that help the College frame existing engagement, deepen community engagement practice within the College, and connect the College to a network of community engaged faculty and staff nationwide. For example, in August, our Director of Community Relations represented Salt Lake Community College at the Utah Engaged Faculty Institute hosted by the University of Utah and Utah Campus Compact and in a 10 session Webinar exploring ways to develop and use the Carnegie application to deepen community engagement hosted by the Eastern Region Campus Compact.

Part of our effort includes identifying and strengthening areas where the College can develop our structural commitment to community engagement. In recent months, the College has engaged in discussions around ways to strengthen policies that support faculty and staff that engage in community service, community engaged pedagogies, and community engaged research.

In August, Salt Lake Community College's Director of Community Engagement joined the SLCC Thayne Center Advisory Board and to represent Salt Lake Community College on the University Neighborhood Partners advisory board.

Faculty Report to the Board of Trustees – September 2013

Faculty Professional Development

With the fall semester now fully underway, we thought that this would be a good opportunity to offer a glimpse behind the scenes, at those efforts that faculty engage in to make their classrooms come alive with learning: our academic and pedagogical professional development.

Ongoing professional development is central to our ability to teach well: we attend, and present our work, at academic and pedagogical conferences. We engage in original research, and write books, essays, fiction, and poetry. We stay abreast of the massive changes in tax law each year, and new developments in health care delivery. We learn new educational technologies, and course delivery possibilities. We look into the skies and under microscopes, study the complexities of the mind and the beauty of a mathematical proof, explore the human condition and the contours of our world. And we bring it all into the classroom for our students.

This is what we do. And it's a big reason we love this line of work: we are always growing, and by doing so, helping our students and the college to do the same.

So one of the most valuable institutional resources for faculty at SLCC is one wholly focused on our continued professional growth as professors: our Faculty Teaching and Learning Center, under the leadership of its new director, Jude Higgins (who stands on the shoulders of the great faculty-directors before her: Millie Sparks, Deanna Anderson, David Hubert, Lisa Bickmore, John Fritz, and Melodee Lambert)

As a faculty-led and faculty-driven organization, the FTLC creates and coordinates programs and events in order to help our faculty thrive as educators and scholars, and bring innovative and effective practices into the classroom. This year, there are a number of returning and new initiatives the FTLC is pursuing:

- **Faculty Teaching-Circles** – short and longer-term working groups organized by theme
- **Teaching Excellence Awards**
- **FTLC 1000 and 2000** – Online courses designed for new and other interested faculty on best teaching practices, SLCC policies and procedures and more.
- **Department-directed adjunct-faculty training** – for example, on Convocation Day, the FTLC trained over 180 adjuncts during a session organized in collaboration with departments' Associate Deans. They had to open up two additional over-flow rooms in order to seat everyone!
- **Seminars, workshops and panels on educational technologies** – for example, on Flipping the Classroom, Canvas, iPads, and more.
- **Faculty trainings on Professional Standards** – for example, copyright and intellectual property policies
- **Virtual Teaching Commons** – A virtual space dedicated to sharing teaching practices, assignment designs and more. This would be part of building a more robust general **website** for the FTLC.
- **Peer-mentoring** – Peer-mentors would visit faculty members' classes, offer feedback on lectures, conduct student focus groups, and other activities designed to work with faculty on reflective pedagogy.
- **End-of-Sabbatical presentations** – As a way to celebrate the work faculty complete on their sabbatical projects, the FTLC would hold lectures series and other presentation-events.

In short, the FTLC offers to faculty a lot of opportunities for professional development, and we look forward to an exciting year of events and programs coming out of this Center.

Thank you,

Jane Drexler, Faculty Senate President

Joe Gallegos, Faculty Association President

Board of Trustees Report

Staff Association Executive Board September 2013

The Staff Association Executive Board held a special meeting on July 2 to determine the process of electing a new President-elect. After a five-day call for nominations, Daniel E. Hansen, HVAC manager, was named President-elect.

Also in July, Staff Association President Mike Blain and Past President Jon Glenn represented SLCC at the Utah Higher Education Staff Association convention at Southern Utah University in Cedar City. The association is made up of staff representatives of the eight higher education institutions in the state and SLCC has two voting members. Members attend up to three meetings per year and a monthly teleconference. This year's agenda included several guest speakers.

- Dorian Page, Vice President of Finance & Government at SUU, urged members to ask State Legislators for money needs and not raise tuition.
- State Representative John Westwood, District 72, said to write short emails to Representatives and ask them to support school needs, but understand there is not enough money to fund all needs and even a 1% state pay raise is equal to \$33 million.
- Time management, Board of Trustees' duties, and the Utah Shakespeare Festival were also topics.

Membership in USHEA provides beneficial information for staff at Salt Lake Community College.

Michael Blain
Staff Association President

The time has come! School has started and Salt Lake Community is filled with the buzz of busy students ready for the fall semester. Even better, there is a lot going on to prepare for all the exciting events and growth for the month of September.

Student Life

- The North Region, South Region and Taylorsville Boards are helping welcome students back to campuses with healthy snacks, campus maps, answering questions and handing out information about upcoming events. One highlight of this year's welcome back week festivities included Nelly's Echo, star of NBC's The Voice in 2012. He performed each day from 11:00 a.m. – 1:00 p.m. to a crowd of 300 on the Quad at the Jordan Campus August 21; a packed east patio at the South City Campus August 22; and in the Taylorsville Campus' Alder Amphitheater August 23.
- To kick off the school year, Fine Arts and Lectures are bringing in Cirque-Tacular! The evening promises the wow factor and star quality of the circus tent, concert hall and Broadway stage in one fantastic evening. You are cordially invited to join us for an amazing night of high flying adventure at South City Campus' Grand Theater at 7:00 p.m. on September 11. The following night, September 12, Taylorsville Activities is hosting another of its highly successful Movie under the Stars series, featuring Man of Steel at 8:00 p.m. on the West Lawn.
- Another great way for students to get involved on campus is by joining one of our sixty plus active clubs on campus. Club Rush is scheduled September 10, 11 and 12 at the Taylorsville Redwood, Jordan and South City campuses, respectively.

Leadership Development

- Student Life and Leadership hosted the SLCCSA summer leadership conference for 151 student leaders from all corners of campus involvement August 12 and 13. The "School of Rock" conference theme centered on two major concepts: prioritizing the most important 'rocks' in our lives as student leaders, and the importance of doing your job on the team as well as you can, while still being a good team player. Students loved the ropes course that had leadership lessons tied to the Student Services learning outcomes attached to each challenge. SLCC staff taught various educational sessions that were very beneficial.
- August 29, Congressman Chris Stewart will meet with interested students at the South City campus for a Pizza and Politics session from noon to 1:00 p.m. The event takes place on the East Patio or in the new multipurpose room if inclement weather moves it inside.

Student Government

- The Student Senate created a book scholarship to help students with high textbook costs. This semester we had 60 applicants and were able to award 17 deserving students with a \$200 credit at the bookstore. Spring Semester of 2014 the Senate has set aside funds to award 23 applicants and hope to have more students apply for the scholarship.

Executive Council Mission Statement

The SLCC Student Association Executive Council is an organization composed of student leaders who are driven to inspire, assist, guide, serve, represent and include students of diverse cultures, abilities and ages by:

- Addressing student issues and needs
- Providing access and opportunities to enrich the College experience
- Being believable and trustworthy
- Building communication bridges
- Collaborating with faculty and staff
- Working with the community

BOARD OF TRUSTEES REPORT

Reporting: CIO / CISO

August 21, 2013

Office of the Chief Information Officer

- OIT will continue researching technological opportunities to provide cost saving while maintaining the competitive edge in providing students and faculty with the tools necessary to enhance their educational experience.

Office of the Chief Information Security Officer

- Continue to perform departmental training with SAN's Securing the Human videos.
- Sensitive information scans and remediation has been expanded to the entire college community using new software application called Identity Finder.
- Oracle RAC will transition to production on September 27, 2013.
- Testing database encryption software.
- Testing data masque database software.

Office of Administrative Computing

- New Expanded Password – Password expansion is now being tested and prepared for installation into production. Ellucian has now made it possible for passwords in Banner to be expanded to 20 characters. Until recently it had been only 8 characters. This has limited our single sign on environment. Now we can allow students, faculty and staff to expand their passwords for better security.
- DegreeWorks has been implemented, configured and being tested. Go live date is Spring Semester.
- Online Graduation Application has been completed.
- Oracle RAC has been installed in a test environment.
- Online Tuition Waiver system has been developed, implemented and is being tested.
- SLCC purchased the new Ellucian mobile application and the software has been implemented, configured and being tested.

Office of Technical Services (Systems and Infrastructure)

- Center for New Media networking is completed.
- Identity Management being upgraded in test to provide integration with Exchange 2010.
- Purchased new Disaster Recovery hardware and has been delivered.
- The network infrastructure equipment has been installed in the IAB.

Salt Lake Community College**CALENDAR OF UPCOMING EVENTS
OF INTEREST TO THE BOARD OF TRUSTEES**

September 11, 2013	8:00 a.m.	Board of Trustees
September 16, 2013	8:00 a.m.	Gail Miller Utah Leadership Cup Golf Tournament for Scholarships Hidden Valley Country Club
October 3, 2013	10:00 a.m.	Dedication, John Fritz Cultural Commons Instruction/Administration Building
November 7, 2013	Evening	Center for New Media Grand Opening VIP Reception and Dinner, Keynote Speaker
November 8, 2013	Evening	Center for New Media Grand Opening All Day Open House Dut Bior Documentary Premier
November 13, 2013	8:00 a.m.	Board of Trustees
December 11, 2013	6:00 p.m.	Annual Board Social and Dinner
February 12, 2014	8:00 a.m.	Board of Trustees
April 9, 2014	8:00 a.m.	Board of Trustees
May 6, 2014		Honorary Degree and Dignitary Dinner
May 8, 2014		Commencement
June 11, 2014		Strategic Planning Retreat (half-day)
August 13, 2014	8:00 a.m.	Board of Trustees

*** If you wish to attend any of these functions, please call Janice at 801-957-4227. For Student Events you may wish to attend, please call Student Activities Office at 801-957-4566 for more information. Current Athletic Events may be accessed by calling the Athletics Office, 801-957-4515. To Access SLCC's On Line Calendar of Events, log on to www.slcc.edu homepage, click the calendar icon on the bottom right of the screen for a complete list of all upcoming events.**

Classroom Visits for SLCC Trustees

Below is a list of courses Trustees might be interested in attending. Please contact the President's Office (801-957-4227 or janice.schmidt@slcc.edu) regarding your preference and the class dates and times will be provided to you. If there are other subject areas you would be interested in visiting, please let the President's office know.

Title	Inst Last	Campus
School of Applied Technologies & Professional Development		
Criminal Law	Judge Kwan	Miller Campus

Title	Inst Last	Campus
School of Business		
Customer Service (HR)	Curtis Youngman	Taylorville Redwood

Title	Inst Last	Campus
School of Health Sciences		
Occupational Therapy Lab	Ken Freeman	Jordan Campus

Title	Inst Last	Campus
School of Humanities & Social Sciences		
Introduction to Philosophy	Alex Izrailevsky	South City Campus

Title	Inst Last	Campus
School of Science, Mathematics & Engineering		
Aerial Mapping of Earth	Adam Dastrup	Taylorville Redwood

Title	Inst Last	Campus
School of Technical Specialties		
Private Pilot Ground School	Dan Sutliff	Westpointe Center

Salt Lake Community College

Annual Enrollment and Fall Summary BOT Report

Fall 2013 Summary Enrollment Report

Headcount - Credit & SAT (Projected*)

Category	Fall 2012 ***		Fall 2013 *		Percent Change	
	FTE	Headcount	FTE	Headcount	FTE	Headcount
Budget Related Credit	15,361	26,042	15,191	26,051	-1.1%	0.0%
Concurrent Self-support	823	2,544	1,458	4,497	77.2%	76.8%
Credit Self-support	429	1,384	489	1,482	14.0%	7.1%
Total Credit	16,613	28,967**	17,138	30,685**	3.2%	5.9%

* Projected as of 09/09/2013

** Some duplication may occur between student program types

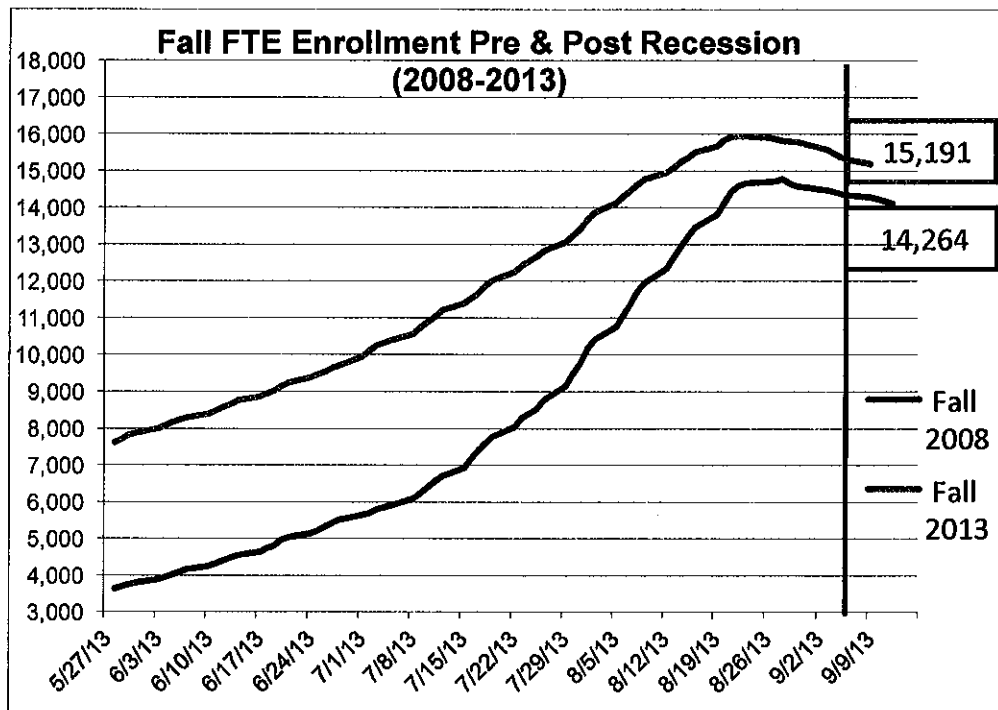
*** Official 3rd Week, Fall 2012

SAT Fall 2012 Calendar Year Programs – Reported July 1 to September 10, 2012

	FTE	Headcount
School of Applied Technology	98	1,017

SAT Fall 2013 Calendar Year Programs – Reported July 1 to September 09, 2013

	FTE	Headcount
School of Applied Technology	107	892



2012-2013 Annual Enrollment Report

Institutional Headcount

Category	2011-2012	2012-2013
Budget Related Credit	36,720	35,200
Concurrent Self-support	7,812	7,947
Credit Self-support	2,106	2,616
Total Credit	46,638	45,763
Custom Fit	2,045	2,148
STIT	685	652
School of Applied Tech.	2,238	1,836
Goldman Sachs		1,511
All Other Non-credit	9,094	8,172
Total Non-credit	14,062	14,319
Institutional Total	60,700	60,082

* Some duplication may occur between student program types